

## **Retrospective Agenda**

### **Goals of Session (5 minutes)**

- Produce a public account of what happened
- Where there is disagreement, find its source (differences in assumptions, differences in standards, differences in background or distinctions)
- Learn from each other
- Increase the shared background of assumptions, standards, and distinctions
- Build trust
- Produce a list of possible actions for improvement

### **Ground Rules (5 minutes)**

- Assume that everyone acted in good faith and did the best they could (no blame)
- Make responsible assessments – look at your own standards and assumptions
- Listen to assessments as assessments
- Say what you want to say, don't say what you don't want to say – don't exceed your own comfort level or trust level
- Notice your reactions and triggering

### **Account of What Happened (10 minutes)**

### **Counter-accounts and Assessments (45 minutes)**

- Does anyone else have a different account?
- What worked well? Why?
- What did not work well? Why?
- What was unanticipated? What can we learn from this?
- What additional knowledge, skills or experience would be useful? How could we get them?
- What was missing?
- What could we do better next time?

### **Possible Actions (10 minutes)**